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| Cumulative Business Document Assignment: Publisher Portfolio  You are the director of the Ocean Waves Rescue center a fictitious non - profit organization that helps wounded sea life. You will be responsible for creating the following business documents. Be creative, be consistent, be accurate. ASK QUESTIONS!!  Publisher Final Project  Business Document Section | | | |
| Document Assignment | Date Completed/ Date Due | | Notes |
| **Table of Contents:** This will list each one of your documents. The List must be numerical and contain leader dots. |  | May 17 |  |
| **Formal Business Letter:**  Directions: Before you create the letter, you will create letterhead stationary to write the letter on. You are the director of **Ocean Waves Rescue Center**. Your address is 1327 Ocean Blvd, Carolina Beach, NC 28480 email address [rescueme@oceanemail.com](mailto:rescueme@oceanemail.com) Phone number is 910 555 SAVE  Topic of Letter: You, the director, are writing to Mason Bishop, director of operations at the Florida Center for Life. This is a public company and often donates to organizations like yours. Your company is trying to raise money for a new SUV to make beach access easier and are asking for a large donation. Be polite and charming to see if they will donate to your organization. BE PROFESSIONAL. Spelling and grammar count. Florida Center for Life  Ft. Lauderdale, FL 33308 Tel: 954-351-9333 Toll Free: 877-TURTLE-3 (877-887-8533) Fax: 954-351-5549 Email: [nststedu@bellsouth.net](mailto:savetheseaturtle@yahoo.com) | | May 17 |  |
| **Business Card**: Design an appropriate business card for Ocean Waves Rescue Center. Print one sheet. |  | May 17 |  |
| **Business Letterhead Stationary:** : Design an appropriate letterhead stationary for Ocean Waves Rescue Center. **The business letter above needs to be printed on this paper** | Notes: | May 17 |  |
| **Brochure**: Create a brochure, tri fold that highlights ocean safety. This is distributed by the Ocean Waves Rescue Center. You must include ***three*** articles. Topics to include are :  1. **Swimmer Safety**  2. **What to Do in Case of a Rip Tide**  3. **Sun Precautions**  4. **How to Treat Animal Stings** (such as sting rays and jelly fish)  5. **Tips to Keep Our Beaches Clean, the turtle nests safe, and the sand dunes intact**.  SITE YOUR SOURCES\_YOU WILL BE DEDUCTED IF YOU DO NOT!! | Notes: | May 17 |  |
| **Flyer:** Create a flyer for a fundraising event that the Ocean Waves Rescue Group will hold for Marine Science Scholarships to UNCW at Hugh McCrae Park. The event will take place at from 1-5 on May 29, 2013 | | | |  |
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